

Sent Monday, May 14, 2008, via email to all Insurance Coordinators.

To: Insurance Coordinators

From: Cindy Dempsey

Date: May 14, 2008

Re: Spring 2008 Insurance Coordinator Training

Just wanted to touch base with everyone and tell you about the upcoming insurance coordinator training we have scheduled for June. We are running a little late this year but for good reason. We have decided to change the format of our training. For years, we have been doing the training for Spring the same way. We have decided to mix things up this year in a great way!

We will start off our training with an Overview to get everyone started and we will then break out into concurrent sessions. By having a training format of this style, you will be able to "personalize" the training to your needs. You will have the opportunity to participate in approximately 5-6 very informative sessions including:

Wellness

HRA/FSA

Web Billing

Web Enrollment

Leave, COBRA and Qualifying Events

School Board Information

I wanted to go ahead and give you the dates for the training so you can be checking your schedules to attend. Here are the dates, locations and times:

Monday, June 9th

Kentucky Dam Village

Gilbertsville, Kentucky

8:30am -4pm CST

Wednesday, June 11th

Jenny Wiley State Resort Park

Prestonsburg, Kentucky

8:30am - 4pm EST

Monday, June 16th (SCHOOL BOARDS)

Transportation Conference Center

Frankfort, Kentucky

8:30am -4pm EST

**Wednesday, June 18th (STATE AGENCIES, HEALTH DEPARTMENTS AND
QUASI GROUPS)**

Transportation Conference Center

Frankfort, Kentucky

8:30am -4pm EST

I will be back in touch with you by e-mail within a week to send you the registration form for you to fill out to select which day you want to attend. I am so excited to be able to bring you this new and exciting training format. We are going to have a great training and can wait to see all of you!